

# WATER DEPARTMENT

Tel # 264-497-1270

Fax # 264-497-1275

## REQUEST FOR DISCONNECTION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ref # \_\_\_\_/\_\_\_\_

I hereby request that the water supply to my premises be disconnected on the date below:

Date requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Account No. (s): \_\_\_\_ - \_\_\_\_ / \_\_\_\_ - \_\_\_\_ and \_\_\_\_ - \_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

\_\_\_\_\_

Please note that:

Reconnection fee: **\$50.00**

Transfer fee Minimum **\$50.00**

\_\_\_\_\_  
**Signature of the Applicant**

\_\_\_\_\_  
**Processing Officer**

.....  
**FOR OFFICE USE**

Work Order #: \_\_\_\_/\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Priority: \_\_\_\_\_

Please removed this connection(s) at \_\_\_\_\_

\_\_\_\_\_

Meter Number: \_\_\_\_\_

The above disconnection has been carried out as follows:

Time: \_\_\_\_:\_\_\_\_ Am/Pm Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Meter Reading: \_\_\_\_\_

Work done by: \_\_\_\_\_

Inspected by: \_\_\_\_\_  
Senior Technical Assistant

\_\_\_\_\_  
Clerk of Works

Comments: \_\_\_\_\_